

Zoom Web Conferencing

Getting Started Guide

March 2020

Zoom is a web and video conferencing service that offers online meetings and webinars. Features include polling, breakout rooms, and a variety of audio options.

Zoom is supported by Cornell IT.

You'll Need:

◆ Computer or Mobile Device

Mobile Devices: Install the **Zoom Cloud Meetings** app:

<https://zoom.us/download>

◆ Internet connection

◆ (Optional) Headset with microphone for better call quality

Online

Resources:

Cornell IT

<https://it.cornell.edu/zoom>

CCE Staff Site

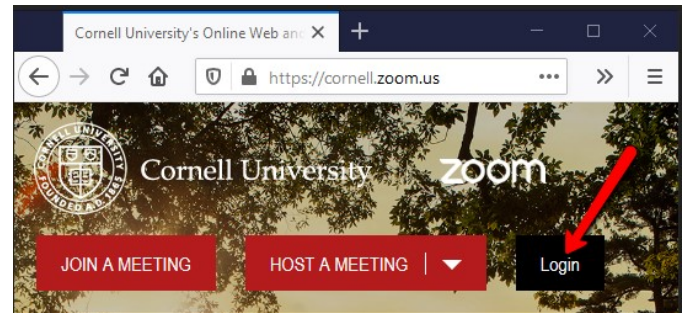
<http://staff.cce.cornell.edu/units/it/zoom-and-skype-business>

LinkedIn Learning

<https://www.linkedin.com/learning/learning-zoom/stay-connected-with-zoom-meetings>

Logging In

1. Go to <https://cornell.zoom.us/>
2. In the upper right, click on **Login**
3. Log in with your Cornell credentials, which requires authentication with two-step.



Please note: Do **NOT** log in at <https://zoom.us/>. It must be the Cornell Zoom website to take advantage of the Pro features.

Once you are logged in, please take a few minutes to set up your profile and settings.

Profile Setup

<https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile>

1. In left menu, click on **Profile**
2. Click on **Edit** next to each option to update your profile information.
3. Click on **Save Changes** after each update.

Recommended: Add a profile picture and update your company information

Configure Default Meeting Settings (For Hosts)

1. In left menu, click on **Settings**
2. Review all settings to personalize your use as a Zoom host.
You do not need to change any settings here right now. When getting started, it's simply a good idea to become familiar with the options that are available.
Recommended: Leave Audio Type setting as "Telephone and Computer Audio"
3. In top menu, click on **Recording** to set default recording options.

Highly Recommended: Under **Automatic recording**, turn this feature **ON** and then select "**Record in the cloud**" and then click **Save**.

Automatic recording

Record meetings automatically as they start

Record on the local computer

Record in the cloud

Host can pause/stop the auto recording in the cloud



Please note: Recordings will automatically be saved to <https://vod.video.cornell.edu/>. Your recordings will **NOT** be shared with anyone, only saved to your personal VOD account for you to review and edit. When you are ready to share, find out more at: <https://it.cornell.edu/vod/share-your-media>.)

More Information

CCE Staff Site

Contains a variety of resources, including how to videos and best practices information.

<https://staff.cce.cornell.edu/units/it/zoom-and-skype-business>

CCE Zoom Trainings

<https://staff.cce.cornell.edu/professional-development-opportunities>

Zoom Trainings

<https://cornell.zoom.us/livetraining>

Cornell IT Q & A

https://it.cornell.edu/articles/topics/3403/all/all?utm_source=sidebar

Download Zoom Desktop Client

<https://zoom.us/support/download>

Zoom Outlook Plugin

<https://zoom.us/download>

Zoom Recording Help

<https://it.cornell.edu/zoom/zoom-recording-help>

Find Connection Troubleshooting

Tips at

<https://staff.cce.cornell.edu/units/it/zoom-and-skype-business>

Outlook Plugin for Zoom

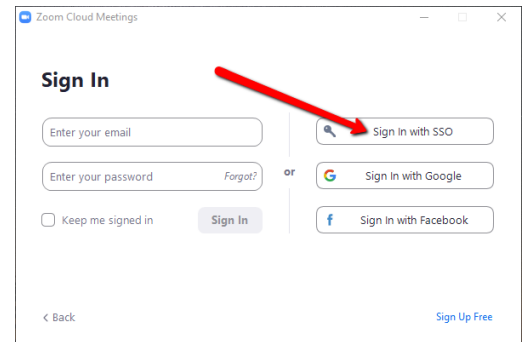
The Zoom Microsoft Outlook plugin is designed to make scheduling a meeting quick and convenient. The plugin allows you to schedule and start instant Zoom meetings, as well as make existing meeting events Zoom meetings.

1. Go to <https://zoom.us/download>
2. Click on the **Download** button under “Zoom Plugin for Microsoft Outlook” and click to **Save File**. After download, open the file to install the plugin. Follow instructions within software install.

Desktop Client

While meetings can be started and scheduled from the Zoom website, you can also schedule/start meetings directly from the Zoom application. If you plan to host frequent meetings, this is a good option to install.

1. Go to <https://zoom.us/support/download>
2. You will be automatically prompted to click on **Save File** to download the **ZoomInstaller.exe** file.
3. Follow prompts to download and install software.
4. To sign in, click on the “**Sign in with SSO**” button
5. Type in **cornell** for company domain and click Continue.



Sign In with SSO

Company Domain: .zoom.us

Joining a Zoom Meeting

- How to video: https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1
- Join Test Meeting: <https://zoom.us/test>

Scheduling a Zoom Meeting

- How to video: https://www.youtube.com/watch?v=XhZW3iyXV9U&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=3

Zoom is for Everyone

- **Participating:** Any person can join your meeting and/or webinar. He/she does not need to be affiliated with Cornell.
- **Hosting:** If a person does not have a Cornell NetID, such as a volunteer, he/she can still host a meeting. Anyone can sign up to use the free, limited version by creating an account at <https://zoom.us/>.

How-to video to share with volunteers who need to host their own group meetings: https://www.youtube.com/watch?list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&v=qsy2Ph6kSf8&feature=emb_rel_end (Please note: There is a 40 minute limit for free accounts.)